

MPA Evaluation Matrix

1. NEW AGREEMENT CHECK LIST

Did the Mentor and Protégé complete and submit the Checklist.

2. NEED ASSESSMENT

Did the Mentor complete a needs assessment of the Protégé and was the assessment submitted. A needs assessment is a separate document that will incorporate elements from this assessment in the MPA.

3. FINANCIAL STATEMENTS

Did the Mentor submit financial statements? What is the quality of the financial statements i.e. audited, reviewed or compiled?

Did the Protégé submit financial statements? What is the quality of these statements? Ratio analysis performed to determine the capability of the Mentor and viability of the Protégé. The ratios analyzed are liquidity, leverage, performance and cash flow.

4. PERFORMANCE

Past performance will be considered for this Program. VA contract past performance is preferred. However, we will consider other federal agencies past performance but will not have the same level consideration. Federal databases will be reviewed for this purposes and contracting officer will be contacted. It is recommended that participant submit evaluations on Federal contract past performance under section titled miscellaneous.

5. AGREEMENT REVIEW

The agreement and type of assistance depends on the needs assessment prepared by Mentor. If one was not prepared, the MPA will be difficult to evaluate. Each element reviewed is analyzed in terms of benefits to the protégé and VA in accordance with the Guidebook. The matrix should address type of assistance provided, estimated date of completion, and cost of providing the assistance completed. Each element of the developmental assistance will be reviewed and evaluated on its merits and impact on the protégé's overall business development. The mentor's financial resources available will determine the mentor's ability to provide the assistance as stated in the MPA. The MPA must be measurable in order to assess if the assistance will be completed as proposed.